Copying and pasting from Word onto ACTD (Activity Detail)
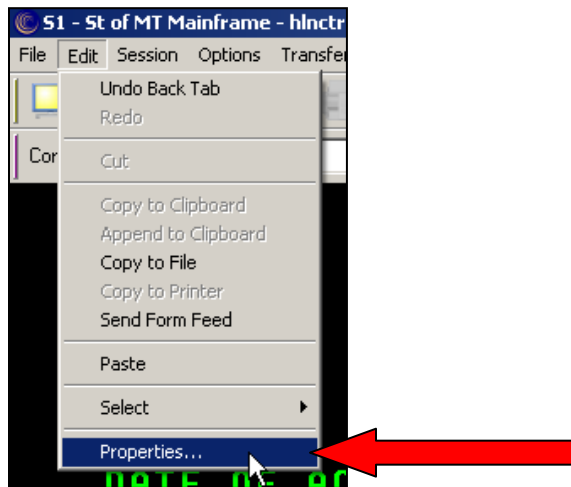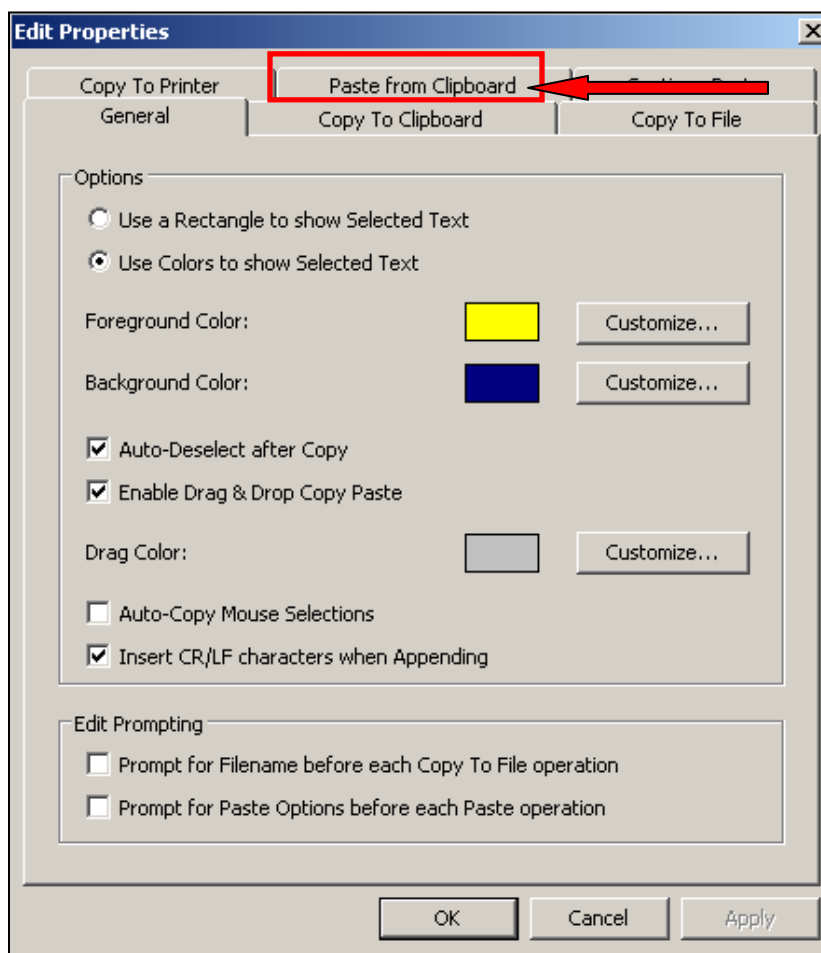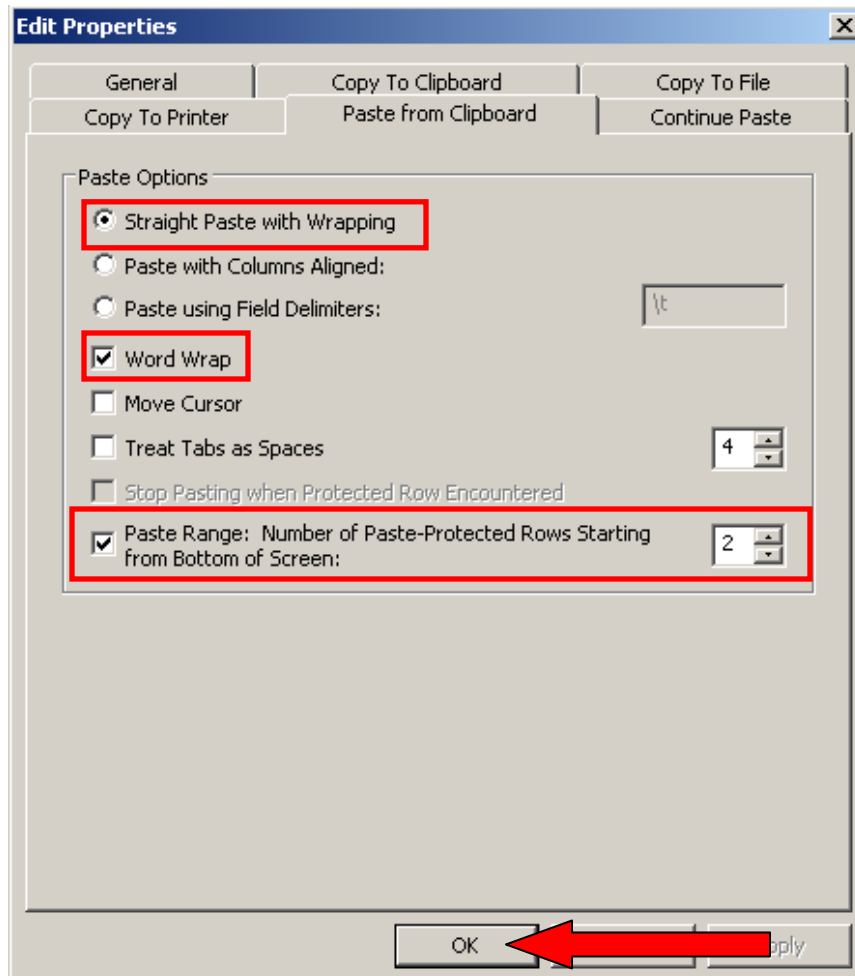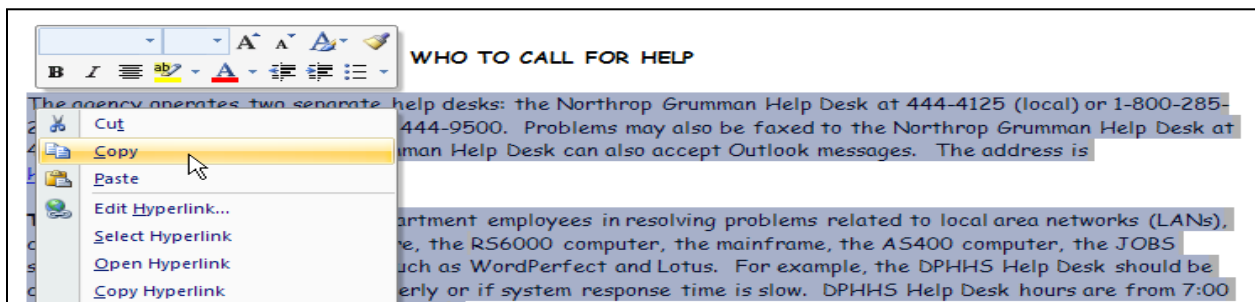
In CAPS, click on "Edit" and select "Properties."

The following box should appear - click on the "Paste from Clipboard" tab.

On the "Paste from Clipboard" tab – click the "Straight Paste with Wrapping" option, make sure the "Word Wrap" box and the "Paste Range" box are checked and that the number of paste-protected rows equals "2". Then click "OK".

Now you can open Word and type the information you want to copy onto ACTD. Highlight the text (using mouse drag in Word) and select "copy" (right click in the highlighted text). <u>You can highlight the entire amount of text that you want to copy onto ACTD/ACT2! In this case, my Word document was an entire page in length.</u>

Pull up the ACTD screen for the appropriate client and place the cursor in the "SUMMARY" field.

SUMMARY:

To paste the text press CTRL-V. **Note**: The mainframe doesn't handle most special characters (such as apostrophes). If your item contains any special characters that were not pasted in as expected, update those before pressing Enter to save the information.

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CAFSACTD                      ACTIVITY DETAIL              04  Continue Paste Status         x
USER ID : CS4566    ADD                                        Paste buffer is not empty ...
CAPS ID : 00002165      00    NAME: DOE, ANNETTE              ... you may continue to paste.
                                                                      Cancel

DATE OF ACTIVITY:  04/25/2012    ACTIVITY TYPE: COR
ENTERED BY      :  CS4566        PURPOSE(S)   : ASM
                                 GOAL(S)      : PER
SUMMARY:   The agency operates two separate help desks: the Northrop Grumman
Help Desk at 444-4125 (local) or 1-800-285-2361, and the DPHHS Help Desk at
444-9500.  Problems may also be faxed to the Northrop Grumman Help Desk at
406-449-3981.  The Northrop Grumman Help Desk can also accept Outlook
messages.  The address is HHSNGCHelpDesk@mt.gov.The DPHHS Help Desk assists
department employees in resolving problems related to local area networks
(LANs), communications, equipment/hardware, the RS6000 computer, the
mainframe, the AS400 computer, the JOBS system and PC software programs such
as WordPerfect and Lotus.  For example, the DPHHS Help Desk should be called
if a printer isn-t working properly or if system response time is slow.  DPHHS
 Help Desk hours are from 7:00 a.m. to 5:00 p.m. Monday through Friday.Help
Desk staff ask callers for six items of information: their C#, name, phone
number, division name and location, terminal ID or PAMS number and a
description of the problem.  A -trouble ticket- number is assigned to each
problem called in to the DPHHS Help Desk.   Callers should ask for this
SHIFT+F2=ACT2
                                                                      PATH:
```
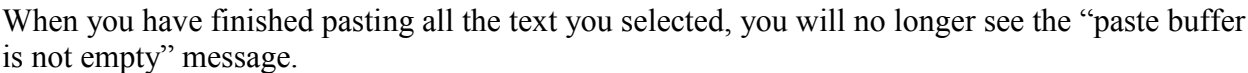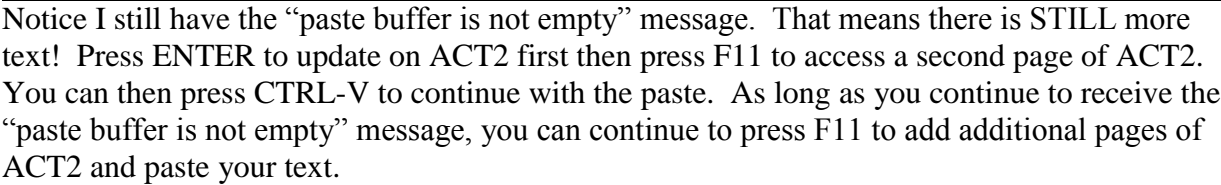
Notice the "continue paste status" message in the upper right corner of the screen. It says "paste buffer is not empty…you may continue to paste." This means there is more text you selected that does not fit on the screen. In order to continue the paste, press ENTER to update on ACTD first then press SHIFT + F2 to access ACT2. You can then press CTRL-V to continue with the paste.

```
CAFSACT2                      ACTIVITY DETAIL 2              04
USER ID : CS4566    MODIFY                                   PA
CAPS ID : 00002165       00    NAME: DOE, ANNETTE


DATE OF ACTIVITY:  04/25/2012     ACTIVITY TYPE: COR
ENTERED BY     :   CS4566         PURPOSE(S)   : ASM
                                  GOAL(S)      : PER
SUMMARY:    number.   It can be used as a point of reference if the caller later
wishes to check on the status of a problem report.  Although the Help Desk
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Notice I still have the "paste buffer is not empty" message. That means there is STILL more text! Press ENTER to update on ACT2 first then press F11 to access a second page of ACT2. You can then press CTRL-V to continue with the paste. As long as you continue to receive the "paste buffer is not empty" message, you can continue to press F11 to add additional pages of ACT2 and paste your text.

```
CAFSACT2                      ACTIVITY DETAIL 2          04/25/2012    12:04
USER ID : CS4566    MODIFY                               PAGE NO:    3
CAPS ID : 00002165       00    NAME: DOE, ANNETTE


DATE OF ACTIVITY:  04/25/2012     ACTIVITY TYPE: COR
ENTERED BY     :   CS4566         PURPOSE(S)   : ASM
                                  GOAL(S)      : PER
SUMMARY:   should call the ITSD Operator (444-2000) if you are having problems
logging into the system and you suspect the system may be down.  Any -problem-
 with an actual document or document change request will also need to go
through the Northrop Grumman Help Desk.
```

When you have finished pasting all the text you selected, you will no longer see the "paste buffer is not empty" message.

This same copy/paste functionality should work in other comment areas in CAPS (RRD3, Investigation Summary area of RRD1, Directions area on ADDD, etc.)